

27 Nov 95



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO

NASOCEANAINST 6280.2A
19

NAS OCEANA INSTRUCTION 6280.2A

Subj: REPORTING AND CLEANUP OF HAZARDOUS MATERIALS (HM) AND
HAZARDOUS WASTE (HW) SPILLS

- Ref:
- (a) NASOCEANAINST 6280.1, Reporting and Cleanup of Fuel and Oil Spills
 - (b) 40 Code of Federal Regulations (CFR) 116-117, EPA Regulations on Hazardous Substances (HS)
 - (c) 40 CFR 260-270, Environmental Protection Agency (EPA) Hazardous Waste Management Requirements
 - (d) 40 CFR 370, EPA Hazardous Chemical Reporting and Community Right to Know Requirements
 - (e) 29 CFR 1910.120 Hazardous Waste Operations and emergency response.
 - (f) 29 CFR 1910.1200 Hazardous Communications
 - (g) Virginia Regulations (VR) VR 672-10-1, Hazardous Waste Management Regulations
 - (h) OPNAVINST 5090.1, Environmental and Natural Resources Program Manual
 - (i) NASO HM/HW Spill Contingency Plan
 - (j) CDO/OOD Standing Order No. 2, Fuel/Oil and Hazardous Material/Waste Spills

- Encl:
- (1) HM/HW Spill Response Actions
 - (2) HM/HW Spill Report
 - (3) HM/HW Spill Message
 - (4) Organization of HM/HW Spill Response Team
 - (5) HM/HW Spill Clean-up Control, Containment, Materials, Equipment, and Methods Tables

1. Purpose. To maintain an effective reporting and cleanup procedure for HM and HW spills. This instruction provides guidance for the containment, cleanup and reporting of HM and HW spills. For this instruction, HM is defined as any material which has a Material Safety Data Sheet (MSDS). Exceptions to this instruction are: ammunition, weapons, explosive actuated devices, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical supplies, and bulk fuels or petroleum products. Fuel/oil spills are to be reported and cleaned up as directed in reference (a).

2. Cancellation. NASOCEANAINST 6280.2. Due to extensive revisions, paragraph markings have been omitted.

3. Background. HM is used and HW is generated through daily operations at Naval Air Station (NAS) Oceana. Although best management practices are used to move, transfer, and store HM and HW, the potential for spills exists. This instruction attempts to minimize the impact of HM and HW spills by establishing procedures and responsibilities before the onset of a spill.

4. Policy. References (b) through (h) establish the Regulatory and Navy framework and policy on which this instruction is written. References (e) and (f) govern emergency response operations for release of, or substantial threats of release of, hazardous substances, the employees' "right to know" as it applies to hazardous chemicals and emergency response training requirements. Reference (i) is the governing document which this instruction implements. Reference (j) lists specific actions to be taken by the CDO/OOD in the event of a fuel/oil or HM/HW Spill. The basic policy of NAS Oceana is to eliminate releases of HM and HW. When discharges do occur, NAS Oceana will work to minimize any damaging health and environmental effects. Immediate action is required by all concerned parties to ensure minimization of human and environmental damage.

5. Responsibilities

a. Responsible Party (RP). The RP is the organization which caused or found the spill. In most situations, the RP may safely contain and clean up minor spills, providing the RP has had the base Safety HAZCOM training, specific training on the spilled material, and the spill presents no safety, health or environmental hazard (i.e. the spill presents no threat of fire, explosion, chemical exposure, and has not entered a storm drain). Should there be any doubt as to qualifications, or if the spill presents a fire hazard, or has entered or has the potential to enter a storm or sanitary sewer, the RP must immediately contact the Fire Department at 433-9111. The RP initiates the HM/HW Spill Response Actions, enclosure (1); generates the HM/HW Spill Report, enclosure (2); and generates the HM/HW Spill Message, enclosure (3), if required.

b. Fire Department (FD). NAS Oceana's FD responds to spills that present a fire hazard, reach a storm or sanitary drain or waterway, or any spill that the RP cannot safely contain and clean up. The Fire Chief has been designated by the NAS Oceana Commanding Officer as Facility Incident Commander (FIC), and assumes total control of a spill incident. The FIC has authority over the On Scene Operations Team (OSOT), and can activate any or all members of the OSOT. See Enclosure (4) for OSOT organization.

c. The NAS Oceana Safety Officer is designated as the OSOT Safety Officer. The Safety Officer shall respond to all spills. The OSOT Safety Officer shall identify and evaluate the hazards involved and provide direction to the FIC with respect to the safety of the operation. The Safety Officer shall have the authority to alter, suspend or terminate any activity which, according to his/her judgment, involves an immediate danger to life and/or an imminent danger condition. The Safety Officer shall immediately inform the FIC of any action needed to lessen the hazard involved.

d. On Scene Operations Team (OSOT). OSOT members shall familiarize themselves with the contents and requirements of this instruction and its governing document, reference (g). Team members shall have knowledge and expertise in assigned responsibilities in the event of a spill; see enclosure (1). The OSOT will respond to all spills upon notification or when requested by the FIC.

6. Action. When a spill is detected, all ongoing operations shall be immediately stopped and secured without endangering personnel health and safety. Enclosure (1) details spill response actions to be taken; however, the FIC has authority to direct the cleanup as necessary.

7. HM/HW Spill Clean-up Materials/Equipment/Methods. Enclosure (5) is a list of spill material, equipment, locations, and clean-up methods. Additionally, activities which use HM or generate HW should also have sufficient types and quantities of material (i.e. absorbents, acid neutralization kits, etc.) on hand to clean up minor spills. Note that only persons trained to work with the particular HM/HW spilled may initiate spill clean-up actions!

8. Reporting and Notification. The RP is required to report any spill of HM or HW. See enclosure (2) for the HM/HW Spill Report. Provide a copy of enclosure (2) to the FD, Supply Station Consolidated Hazardous Materials Reutilization Inventory Management Program (SCHRIMP) Division, and Base Civil Engineer Environmental Compliance Division. Notification to the FD (3-9111) is required for any spill which cannot be safely contained and cleaned up, enters a storm or sanitary sewer or waterway, or presents a fire hazard.

9. HM/HW Spill Message. If the SCHRIMP Division calculates that a Reportable Quantity (RQ) of HM or HW has been released, the RP will prepare and his or her command will release a Navy HM/HW Spill Message; see enclosure (3). The SCHRIMP Division will provide technical assistance in completing enclosure (3). The RP will provide a copy of the outgoing message to the FD and the SCHRIMP Division.


W. H. SHURTLEFF

Distribution: (See NASOCEANAINST 5216.1N)
Lists I (Case A) and IV

Stocked by:
Commanding Officer
Naval Air Station Oceana
Virginia Beach, VA 23460-5120

HM/HW SPILL RESPONSE ACTIONS

RESPONSIBLE PARTY (RP)

1. Immediately cease all maintenance or other operations.
2. Evaluate Situation: Can you safely contain/clean up without endangering life or environment? If yes, initiate spill containment and clean up actions. If no, try to take defensive action as you are evacuating the area (i.e. throw down absorbent material or drain blocker).
3. Warn others in the area. Get/send for help. Call the Fire Department (FD) (3-9111) if spill poses a fire hazard, enters a storm or sanitary drain or waterway, or is beyond your containment and clean up capability. Give FD specific information such as:

Location of Spilled Material
Name
Approximate Quantity of Spilled Material
Phone Number
Any injuries

4. Control and minimize spill area. Use drain blockers, absorbent material, or improvise with materials/equipment on hand.
5. Initiate Spill Clean up using Material Safety Data Sheet (MSDS) for proper Personal Protective Equipment and spill clean up procedures.
6. Place all soiled absorbent material in clear plastic bags; drum all other waste contact Supply SCHRIMP HW Branch for pickup.
7. Replenish any spill clean-up materials used. Decontaminate equipment and drum rinsewater for proper disposal.
8. Complete HM/HW Spill Report Form and forward a copy to the FD, Supply SCHRIMP Division, and Base Civil Engineer Environmental Compliance Division.
9. If required, complete and send the HM/HW Spill Message and forward a copy to the FD and Supply SCHRIMP Division.

COMMANDING OFFICER, NAS OCEANA

1. Designated Facility Incident Commander (FIC). Has delegated that responsibility to the Fire Chief. Responsible for Disaster Preparedness and Recovery Operations at NAS Oceana.

2. Ensures all plans are current and organization has proper resources to provide rapid response to any emergency.

FIRE DEPARTMENT (FD)

1. Respond to spill site with Spill Van and assume duties as the Facility Incident Commander (FIC).

2. Direct efforts of the Immediate Response Team (IRT).

3. Designate Record Keeper to write official log of spill events using enclosure (2).

4. During working hours (0730-1600): Notify Supply SCHRIMP Division at 433-3441, 3078, or 2295 and Safety Office at 433-2692 if necessary.

5. After working hours (1600-0730): Notify Quarterdeck and advise CDO/OOD to activate recall rosters for necessary On Scene Operations Team (OSOT) members. OSOT recall constitutes compensation time/overtime approval.

6. Determine spill volume and assess the spill.

7. Direct all spill response actions.

8. When necessary, activate Mutual Aid Agreements, or direct BCE or SCHRIMP to activate PWC Norfolk Spill Response Team or Coast Guard Basic Ordering Agreements (BOAs) via COMNAVBASE Norfolk.

9. If spill requires notification, immediately call National Response Center (NRC), State Emergency Planning Commission (SERC), Local Emergency Planning Commission (LEPC), and Coast Guard.

10. Complete HM/HW Spill Report, and forward copy to Supply SCHRIMP Division and Base Civil Engineer Environmental Compliance Division.

11. Replenish spill material; decontaminate equipment to make Spill Van ready for use.

ON SCENE OPERATIONS TEAM (OSOT). Any or all of the following OSOT team members may be activated by the FD during a spill:

BASE CIVIL ENGINEER

1. Respond to spill as Facilities Coordinator when requested by FD.

2. Provide necessary drawings and engineering expertise during spill (i.e. location and termination of pipes, electrical conduit, etc.)
3. Provide Environmental Compliance expertise in non-EPCRA/HM/HW reporting, notification, sampling, and other requirements (i.e. HRSD, DEQ, etc.)
4. When requested by FD, activate Coast Guard BOA, or PWC Norfolk Spill Response Team through COMNAVBASE Norfolk.

BASE MEDICAL CLINIC

1. Respond to spill as Medical Coordinator when requested by FD.
2. Dispatch emergency medical personnel and ambulances to spill site to assist injured personnel.
3. Ensure emergency treatment rendered as necessary and injured personnel removed to appropriate treatment facility (Branch Medical Clinic Oceana, Portsmouth Naval Hospital, or Virginia Beach General Hospital).
4. Ensure emergency response staff are familiar with symptoms of HM exposure.
5. Support the FD in the establishment of a Chemical Alert (CHEMALERT) plan in accordance with the Mass Casualty Bill, Managing Hazardous Materials Incidents Manual and the Material Safety Data Sheets. Plan will ensure injured personnel are admitted promptly for treatment and will include strict control measures so hospital personnel and the public are not endangered.
6. Provide CDO/OOD with current and follow-up information on injured personnel as soon as possible.

CDO/OOD

1. Respond to spill when requested by FD.
2. Activate CDO/OOD Standing Order No. 2: Fuel/Oil and HM/HW Spills
3. Notify and update CO/XO.
4. If spill occurs after working hours (1600-0730), activate OSOT team members' recall as requested by FD.
5. If spill occurs after hours, and the amount of cleanup material (absorbents, gloves, goggles, etc.) on hand is inadequate, contact Supply Aviation Support Division at 433-2366 for emergency material issue.

6. Log spill information in Pass Down Log. Brief CO/XO the following day during turnover.

COMPTRROLLER

1. Respond to spill as Funding Coordinator when requested by FD.
2. Ensure funding is in place when necessary to activate PWC Norfolk Spill Response Team or Coast Guard BOAs.
3. If appropriate, collect funding from RP to cover labor and materials used during spill clean up.

PUBLIC AFFAIRS

1. Respond to spill as Public Affairs Coordinator when requested by CDO/XO/CO.
2. Keep abreast of all NAS Oceana actions during a spill to provide prompt and accurate information to concerned parties on the nature of the spill and the steps being taken to correct the problem.
3. Instruct the Quarterdeck and all tenant command public affairs representatives to direct news media queries to station Public Affairs Office.
4. Clear all news media releases with CO.
5. Coordinate with COMNAVBASE Norfolk, as appropriate.

PUBLIC WORKS CENTER

1. Respond to spill as Facilities Utilities Coordinator when requested by FD.

SAFETY OFFICE

1. Respond to spill as the Safety Officer.
2. If necessary, monitor area with explosive monitoring equipment (LEL/O2 meter).
3. Determine Personal Protective Equipment (PPE) and work shift lengths during spill clean up.
4. Monitor spill clean up to ensure the proper use of PPE and adherence to determine shift lengths. Modify if necessary.

SECURITY

1. Respond to spill as Security Coordinator when requested by FD.
2. Secure the spill area, control traffic, and assist in site evacuation, as necessary.

SUPPLY SCHRIMP DIVISION

1. Respond to spill as Scientific Coordinator when requested by FD.
2. Assess environmental impact of spill.
3. Determine/Coordinate any environmental sampling required.
4. Initiate clean up through SCHRIMP Clean Up Team when spill is beyond RP capability.
5. When requested by FD, activate Coast Guard BOA or PWC Norfolk Spill Response Team through COMNAVBASE Norfolk.
6. Calculate whether a Reportable Quantity (RQ) has been released. If so, assist FD with NRC, SERC, LEPC reporting requirements.
7. Properly dispose of all spilled material and cleanup.

HAZARDOUS MATERIAL/HAZARDOUS WASTE SPILL REPORT (10/95)

IMMEDIATELY PHONE FIRE DEPARTMENT (3-9111) & SCHRIMP DIVISION (3-3441) IF A SPILL IS BEYOND YOUR CONTROL, OR IF ANY MATERIAL HAS THE POTENTIAL TO OR HAS ENTERED A WATERWAY (SEWER OR STORM). COMPLETE THIS FORM FOR EVERY SPILL RESPONSE. TURN IN FORM TO SCHRIMP DIVISION OFFICER (BLDG 826) OR FAX TO 433-3217 WITHIN 8 HRS OF INCIDENT.

Person Reporting Spill: _____ Activity: _____ Phone: _____

Incident Date: _____ Time: _____ Location: _____

Material Spilled: NAS Oceana MSDS # _____ Chemical Name: _____

National Stock Number: _____ Characteristics: Liquid/Solid/Gas/Other _____

Container Type & Other descriptive characteristics: _____

Total Quantity Spilled: _____ Units: _____ (Pounds/Gallons/Cups, etc.)

Quantity to Deck: _____ Cause of Spill: _____

Quantity to Ground: _____

Quantity to Waterway: _____

Quantity Recovered: _____

Area Covered: _____ Square Feet Weather Conditions: _____

Number of Personnel Involved in Clean-Up: _____ Hours Used in Clean-Up: _____

Describe Clean-Up Methods: _____

Clean-Up Materials Used: _____ Amount Used: _____

Clean-Up Completion Date: _____ Time: _____

Notification Made To:

Fire Department (433-9111)	YES ()	NO ()
Safety Department (433-2692)	YES ()	NO ()
SCHRIMP Division (433-3441/3219/3078)	YES ()	NO ()

MSDS of Spilled Material Attached? YES () _____

Message Per OPNAVINST 5090.1 Required? YES () NO ()

SIGNATURE: _____ DATE: _____

HAZARDOUS SUBSTANCE RELEASE REPORT**MESSAGE FORMAT**

1. **Precedence (for messages only).** Hazardous Substance (HS) release messages will normally be by routine precedence, provided prior telephone report has been made; if not, use priority precedence.

2. **Classification or Special Handling Marking.** Spill reports are unclassified and do not warrant special handling markings unless classified or sensitive unclassified information must be incorporated into the report. Inclusion of such information should be avoided to the maximum extent possible to permit such reports to be handled on a solely unclassified basis.

3. **Addressee and Info Blocks for HS releases in the United States territories, possessions, and its Contiguous Zone:**

FM: NAVY ACTIVITY/SHIP(SPILLER)
 TO: NOSC(See Chapter 10 or 19)
 Operational Commander (ships)
 INFO: CNO WASHINGTON DC//N45//
 COMNAVSEASYS COM WASHINGTON DC//00C//
 NFESC PORT HUENEME CA//112//
 COGARD NATIONAL RESPONSE CENTER WASHINGTON DC//JJJ//
 MAJOR CLAIMANT//JJJ//
 LEDSVSSUPGRU OGC//ELO//

4. **Addressee and Info Blocks for HS releases in foreign Countries and International Waters:**

FM: NAVY ACTIVITY/SHIP(SPILLER)
 TO: NOSC(See Chapter 10 or 19)
 Operational Commander (ships)
 INFO: CNO WASHINGTON DC//N45//
 NFESC PORT HUENEME CA//112//
 COMNAVSEASYS COM WASHINGTON//OOC//
 MAJOR CLAIMANT//JJJ//

5. **Body of report for all HS releases.** The body of the message will be in the following format:

UNCLAS//N05090//

SUBJ/HS RELEASE REPORT (REPORT SYMBOL OPNAV 5090-3) (MIN:
 CONSIDERED)//

Encl (3)

NASOCEANAINST 6280.2A

MSGID/GENADMIN/NAS OCEANA//

RMKS/1. GMT DTG RELEASE OCCURRED/DISCOVERED.

2. ACTIVITY/SHIP ORIGINATING RELEASE: (for ships: list name, hull number; for shore activities: list name, unit identification code (UIC); for Navy releases that occurred during transportation: list name of activity responsible for shipment; for non-Navy releases: list name of responsible party (if from commercial firm under contract to Navy: list names of firms and contracting activity); for unknown source releases: indicate whether release is thought to have originated from Navy operations).

3. RELEASE LOCATION: (for releases at sea specify latitude, longitude, and distance to nearest land; (pier, warehouse, etc.); for releases ashore: within activity specify exact location (building or area designation, etc.) during transportation give exact location (highway and miles from nearest city: or street name, number and city)).

4. TYPE OF OPERATION AT SOURCE: (plating shop, painting shop, hazardous waste (HW) facility, truck, ship, pipeline, ship rebuilding, entomology shop, etc. Be specific.)

5. TYPE OF CONTAINER FROM WHICH SUBSTANCE(S) ESCAPED: (55-gal drums, 5lb bags, tank truck, storage tank, can etc. Estimate number of containers damaged or dangerously exposed.)

6. DESCRIPTION OF HS RELEASED: (consider container labels and user directions, hazardous material (HM) reference books personal knowledge, expert's advice, etc. Be concise but complete.) Determine if material is an Extremely Hazardous Substance.

If substance(s) known: give chemical and/or product names, formula, synonym(s) (if known), physical and chemical characteristics, and the actual and potential hazards observed. EXAMPLE: Substance released is a colorless to light yellow unidentified liquid; highly irritating to eyes and nose; smell like kernels of peach pits. Is vaporizing quickly, posing ignition problem.

7. FIELD TESTINGS: (if none, so state indicate findings and conclusions (i.e. concentrations of substance(s) present, PH, etc.), of any analyses.)

8. ESTIMATED AMOUNT RELEASED: (use convenient units of weight or volume (kg, lb, gallons, liters, etc.). For continuous release, estimate rate of release and amount left in container.)

9. CAUSE OF RELEASE: (describe the specific cause of release, account for any personnel error, equipment failure, accident, or other factors directly contributing to the releases. EXAMPLE: Railing supporting 55-gal drums on a flatbed truck gave way because it was not securely fastened, causing seven drums to fall and fracture.)

10. RELEASE SCENE DESCRIPTION: (describe scene of release; include information about the physical characteristics; size and complexity of release; and the actual and potential danger or damage to the immediate area and the surrounding environment including weather conditions if relevant. EXAMPLE: Solvent released formed shallow pond covering area about 30 ft by 45 ft of bare soil. Solvent is slowly running off into floor drain leading to storm drain and is also infiltrating soil. Pond is emitting highly toxic and flammable vapors. Dark clouds threatening to rain. Wind speed about 10 miles/hour, drifting vapors northbound to residential area. Vapors form layer about 30 ft above ground.)

11. NOTIFICATIONS MADE AND ASSISTANCE REQUESTED: (list all organizations informed of the release in and out of Navy jurisdiction; include Navy, Federal, State, and local authorities, National Response Center (NRC) response teams, fire departments, hospitals, etc; specify kind of assistance required from these organizations.)

12. DESCRIBE CONTROL AND CONTAINMENT ACTIONS TAKEN/PLANNED: (if none, state why; specify method used to control and contain release; indicate parties carrying out response. EXAMPLE: Gas barriers used to control and contain vapor emissions. Runoff contained by excavating ditch circumscribing affected area. In-house personnel and members of city of Portstown fire department carried out containment actions.

13. DESCRIBE CLEAN-UP ACTIONS TAKEN/PLANNED: (if none, state why; indicate whether cleanup is made by on-site or off-site treatment, the method used, the parties involved in cleanup/removal, and the eventual disposal area. EXAMPLE: No cleanup action taken. Toxic vapors present, potential danger to clean-up crew. Contaminated soil will be excavated and shipped by on-base personnel to class I HW disposal site in Portstown, CA, when conditions allow.)

14. CONTACT FOR ADDITIONAL INFORMATION: (name, code, DSN and/or commercial number.)

15. STATE AND LOCAL CORRECTIVE ACTION TAKEN (IF APPLICABLE).

16. ADDITIONAL COMMENTS.//